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MEMORANDUM FOR THE RECORD

13 September 1956

**SUBJECT: Steering Committee Meeting -
New Building Planning**

1. A meeting was held in the DCI's conference room on 7 September 1956, for the purpose of establishing policies and methods to be followed in implementing the DCI directive of 16 August 1956. Present were:

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Lt. Gen. C. P. Cabell, Acting DCI
Mr. H. Gates Lloyd, Acting DD/S, Chm., Steering Committee
Mr. Huntington Sheldon, Acting DD/I
Mr. [REDACTED] Acting DD/P

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Mr. Lyman Kirkpatrick, I.G.
Mr. [REDACTED] Liaison Officer DD/I
Mr. [REDACTED] Liaison Officer DD/P

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Mr. James A. Garrison, Director of Logistics
Mr. [REDACTED], Chief, Building Planning Staff
Mr. [REDACTED] Building Planning Staff

2. The D/OL discussed the status of the architect-engineer work and emphasized their immediate need for a revised Space Directive or requirements to be included in a reduced headquarters building. He further explained that the General Services Administration and the architects estimates of cost, reflecting the increased cost of construction, indicated that we should design a building not to exceed 1,235,000 net square feet to stay within the \$46,000,000 appropriated. This total net space would include approximately 95,500 square feet for custodial, cafeteria and other facilities, leaving a total Agency net space of approximately 1,139,500 square feet as compared to 1,410,630 square feet which was the originally requested Agency space total. It was recognized that:

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- a. Such a reduction, more or less across the board, of the space originally requested would not be entirely correct.
 - b. The final decision, as to which Agency component or element would be reduced and by how much, would require considerable study by the Inspector General, Management, Personnel and the offices concerned.
 - c. It is essential that the architect be provided information establishing the projected composition of the Agency with the maximum possible degree of accuracy in order that diagrammatic, tentative and final working drawings may be prepared.
 - d. "Fixed Plants" or special use areas with peculiar requirements must be considered and positioned in the initial planning stages, while in contrast the office area in general could be utilized by one component as well as another.
3. The Building Planning Staff presented two possible methods or solutions to accomplish the required space reduction of approximately 20 percent.
- a. Method 1 was based on an analysis of the "fixed plant" requirements by the Building Planning Staff leading to the recommendation that these facilities be reduced not to exceed 10 percent. Such a reduction would require a 27 percent reduction of the general office area or remaining space. With concentrated utilization approximately [REDACTED] Agency personnel could be housed in such a building.
 - b. The second method provided for the relocation away from the metropolitan area of Washington of certain TSS, OTR, and OL elements and for the retention of the four permanent buildings on "the hill" as a holding area for selected elements until such time as the headquarters personnel strength was sufficiently reduced to enable an absorption into the new building. It was noted that several of "the hill" buildings might well not be available for our continued occupancy as a result of the construction of the Constitution Avenue Bridge and its approach roads.

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4. The Acting DCI stated as a policy that if any elements were to be left out of the building they must be only those of such a nature that do not belong in an office building or because the Agency would benefit through increased efficiency and security of operation. The Acting DCI further stated that elements would not be moved out of the building merely to increase the population capacity of the building.

5. After considerable discussion, it was concluded that:

a. The following elements would be left out of the building:

(1) The Printing Plant of the Office of Logistics

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This activity will remain in its present location on [REDACTED]. This plant is primarily a shop rather than an office-type operation and therefore proper to leave out of the building under the guidelines established by the Acting DCI. [REDACTED] employees and 42,900 sq. ft. of space - from SPACE DIRECTIVE A)

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(2) The Garage Facility Operated by Logistics

This is another shop-type activity and will remain in its present location in [REDACTED] (7 employees and 23,700 sq. ft. of space - from SPACE DIRECTIVE A)

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(3) The [REDACTED] Activities of TSS

This element is engaged largely in support activities for the armed services. It was decided to explore the possibility of locating it at [REDACTED] where it would be better located with respect to performance of the bulk of its work. [REDACTED] employees and 35,194 sq. ft. of space - from SPACE DIRECTIVE B)

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(4) Certain Training Courses of OTR

It was believed that many of the full-time courses would be more productive if given at a field training installation away from the metropolitan area of Washington. Part-time courses and those courses depending largely on guest lecturers from other parts of the Agency would be provided for in the new building planning. Both [REDACTED] are considered as possibilities for the relocation of the full-time courses. [REDACTED] employees and 77,294 sq. ft. of space - from SPACE DIRECTIVE B)

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b. Any reductions necessary after eliminating the elements listed under 5. a., are to be based on a percentage rate applied to all components, both as to space and personnel. The rate of reduction for space will be based on the ratio of total Agency space in the new building to space requirements for the larger building originally planned, less space included for the activities listed under 5. a., above. Personnel figures for each component will be based on the ratio the new building capacity bears to [REDACTED] originally planned for, less 362 listed under 5. a., above). The new building capacity will be determined by the Building Planning Staff after analysis of the activities to be carried on in the building.

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6. The Building Planning Staff was directed to prepare and deliver to the architect a revised Interim Space Directive on the basis of 5. a. and b. above as quickly as possible.


Secretary, Steering Committee

CONCURRENCES:

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James A. Garrison
Director of Logistics

SEP 19 1956
Date

(signed) H. Gates Lloyd
H. Gates Lloyd
Acting Deputy Director
(Support)

SEP 21 1956
Date

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APPROVED:

27 SEP 1956
Date

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SIGNED

C. P. Cabell
Lieutenant General, USAF
Acting Director